



## Park/Facility Permit Application

FLATHEAD COUNTY PARKS AND RECREATION  
309 FFA Drive - Kalispell, MT 59901  
406.758.5800; fax 406.758.5888

### PARK NAME:

Date(s) Requested – *must include set-up and take down time/days.*

From: \_\_\_\_\_ To: \_\_\_\_\_

Specify areas of park & time:

_____	From: _____ am/pm	To: _____ am/pm
_____	From: _____ am/pm	To: _____ am/pm
_____	From: _____ am/pm	To: _____ am/pm

### CONTACT NAME:

Organization Name	Phone
Address	Cell Phone
City/State/Zip Code	Other Phone
Email	

### EVENT NAME:

Description

Open to Public?	Admission Charge \$	Participants/Spectators #
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Food/Beverage/Goods/Services – Provider Name & Telephone

Items/Structures Brought to Park

### RATE (see worksheet on reverse)

\$ \_\_\_\_\_ Security Deposit  
\$ \_\_\_\_\_ Group Fee  
\$ \_\_\_\_\_ Other Fees  
\$ \_\_\_\_\_ Total Amount Due

### OFFICE USE ONLY

\_\_\_\_\_  
Facility Rental Agr  
\_\_\_\_\_  
Calendar  
\_\_\_\_\_  
Cert Ins/Add'l Ins  
\_\_\_\_\_  
Copy Park Officer  
\_\_\_\_\_  
Health Dept Lic/Bus Lic  
\_\_\_\_\_  
Copy Mailed  
\_\_\_\_\_  
Key Check Out  
\_\_\_\_\_  
Key Return  
\_\_\_\_\_  
Sec/Dep Return

I certify that the information contained herein is true and correct. I agree to abide by the Flathead County Special Events Requirements, the Facility Rental Agreement and stipulations of the Permit. Rental is on a first-come first-served basis and dates are reserved by submitting a Permit Application, Facility Rental Agreement, and Security Deposit. Remaining fees and a Certificate of Insurance naming Flathead County as Additional Insured are due 20 business days prior to the event.

***Please bring an approved copy of this document to the event.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Flathead County Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RATES

### **FOYS CENTER RATES – Daily Fee (half day fees do not apply)**

Group Size under 30 - \$135; 30 – 50 - \$200; 50 – 75 \$300

Group Size	6am-2pm or 2pm – 10pm		Security Deposit
	Daily Fee	Half Day Fee	
Under 30	\$100	\$50	\$50
30 – 50	\$200	\$100	\$100
51 – 100	\$300	\$150	\$150
101 – 200	\$400	\$200	\$200
201 – 300	\$500	\$250	\$250

*Set-up and take-down/clean-up fee is a minimum of \$50, unless there is a significant impact on the Park, as determined by the Parks Department.*

## RATE WORKSHEET

**Security Deposit** \$ \_\_\_\_\_

**Group Fees** \$ \_\_\_\_\_ #Days \_\_\_\_\_ @ \$ \_\_\_\_\_ Per Day

\$ \_\_\_\_\_ Set-Up and/or Take-Down Clean-Up

\$ \_\_\_\_\_ **Sub - Total**

**Other Fees – Volunteer Park** \$ \_\_\_\_\_ Mattson Pavilion \$100 full day \$50 half-day – 8 picnic tables/capacity 75

\$ \_\_\_\_\_ Chautauqua Pavilion \$50 full day; \$25 half-day – 2 picnic tables

\$ \_\_\_\_\_ Lacon Pavilion \$50 full day; \$25 half-day – 2 picnic tables

**Other Fees – Herron Park** \$ \_\_\_\_\_ # Campsites \_\_\_\_\_ x # Days \_\_\_\_\_ @ \$10

\$ \_\_\_\_\_ # Stalls \_\_\_\_\_ x # Days \_\_\_\_\_ @ \$15

\$ \_\_\_\_\_ **Grand-Total**

## CHECKLIST

\_\_\_\_\_ Security Deposit

\_\_\_\_\_ Balance of Fees – due within 20 business days of event

\_\_\_\_\_ Certificate of Insurance naming Flathead County as Additional Insured – see item #15 of Agreement

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_